Procure-to-Pay Capability Summary

SUBJECT: Virtual Contract File Management/Electronic Contract File Folder

BACKGROUND: The Procurement Integrated Electronic Environment (PIEE) enables efficiencies through the electronic sharing of enterprise-wide documents and contract files, eliminating the need for paper documents, their distribution, and multiple redundant records that must be maintained and ultimately disposed of. The Procurement Business Operations Requirements Group recognized the opportunity to leverage an electronic infrastructure and a corresponding set of policies, to achieve the maximum value from Virtual Contract File Management. Leveraging record structures in use by the Defense Contract Management Agency, Army, and Air Force in various electronic record systems, the Director, Defense Pricing and Contracting (formerly Defense Procurement and Acquisition Policy) established an enterprise-wide contract file format (purple) compatible with the existing structures. This is incorporated in the 6.0 release of PIEE to enable storage and retrieval of documents and data ranging across the Procure-to-Pay end-to-end process and be the official contract file structure for data created across the PIEE modules. In 2017, EDA was modified to receive and store the Contract Completion Notice DD1594, populated through the using the Defense Logistics Management Standard (DLMS) 567. In 2018, an additional capability was fielded through PIEE Data Lake (merged with EDA as part of the 6.0 release), providing a report of the entire execution history of the contract, award, modifications, deliveries, invoices payments, and closeout in a single report with the ability to download all these documents from a single source to support audit, financial reconciliation, or contract closeout.

POLICY: DFARS 204.802 establishes that any document posted to the Electronic Document Access (EDA) system is part of the official contract file and accessible enterprise-wide. DFARS PGI 204.804 requires that contract Completion Notices be sent to EDA using the DLMS 567 electronic data standard.

DATA STANDARDS: Include the Procurement Data Standard (PDS), Electronic Data Interchange standards listed at https://dodprocurementtoolbox.com/site-pages/ebusiness-data-standards and the electronic format for a Contract Completion Notice, the DLMS 567.

INFORMATION TECHNOLOGY INFRASTRUCTURE: Virtual Contract file Management takes place within the EDA and Data Lake in PIEE, using the GEX as the DoD-wide interface. As this data is available enterprise-wide it should not be replicated in local contract writing systems.

IMPACT: Virtual contract file management using an electronic contract file folder is foundational to efficient management of documents and data in an electronic environment. Records management criteria can now be applied to contract documents throughout the PIEE environment leveraging contract closeout data. One example is the distribution of the Contract Completion Notice DD Form 1594 by the Defense Contract Management Agency (DCMA). With individual file folders for each organization, the approximately 200,000 notices distributed by DCMA each year, needed to be printed, scanned and filed by the buying offices receiving them. By placing them electronically in the shared official contract file folder at EDA, the administrative effort of filing the documents in buying office contract folders is eliminated with a cost avoidance of over $1 million per year.

CONTACT: Bruce Propert OUSD(A&S)/DPC at 703-697-4384, david.b.propert2.civ@mail.mil